

RFMS STEERING TEAM MEETING MINUTES

Meeting Type: Weekly **Meeting Date:** 5 Nov 03
Meeting Time: 1330-1500 **Meeting Place:** Kaizen No Yochi

Present: RE, XO, DOICC, RPAO, C10, C130Q (Recorder/ Facilitators)

Decision made, Actions planned, Tasks to be done	Person Responsible
Finalize Goal O-3 by 12 Nov	Mr. Clements
Hire Construction Director, GS-13, 801, OICC	DOICC
Provide NEADS briefing	Mr. Sakuma

1. Goal O-3 Brief Out:

Mr. Clements briefed revised goal, Operation 3, Establish Space Management Program Throughout the Region.

Team members reviewed modified package.

Mr. Clements was requested to incorporate changes made by team members, and comeback to brief out at the next meeting.

2. Update Calendar and Review 90-Day Task List:

Schedule of team members were added/ changed as follow:

16- 18 Nov	CO TAD to Okinawa
17- 21 Nov	DOICC TAD to Diego Garcia
25- 1 Dec	BM on Leave

CO- FISC partnership summary is in progress. Will incorporate team members input as well

CO requested to add, hiring Construction Director, GS 13, 801 OICCFE, into the task list.

3. Review Last Meeting Minutes:

Team members reviewed the minutes and no change was made.

BM suggested to clarify Goal advocates and objective owners at the next Steering Team meeting, so that team members can ensure that each objective owners will work with his/ her people to craft tactics by the due date.

4. Items of general interest.

XO: Distributed updated RFMS chart and reviewed with team members. He discussed OPCON ADCON relationship with the team members.

BM: NEADS deployment is scheduled on 31 Dec. Mr. Sakuma will come to the meeting next week to brief on this issue.

RPAO: Meeting with BLMs on capability of base budgeting. Possible to use SRM \$ for accomplishing Facility Management?

DOICC: Two people from AMS are here to install SPS software in OICCFE and PWC.

CO: Having C400 folks to see RADM Ruhe. Meeting with Mr. Collins this afternoon.